



## Federal Communication Commission (FCC) Special Access System Guide



## Special Access Web Portal System Guide

*Version 1.0*

**Date: October 1, 2014**

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## 1 INTRODUCTION

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This document serves as step-by-step guide for providers and purchasers of special access services and certain entities providing best efforts business broadband Internet access service to respond to the Federal Communications Commission's (FCC's) special access data collection using the secure web portal filing interface, Version 1.0 ("web portal"). Respondents will use the web portal to input information and upload data and narrative responses to the special access data collection.

The FCC regulates special access lines in order to promote healthy competition and ensure that those services are offered at just and reasonable rates, terms and conditions. Individual consumers, small businesses, government offices, hospitals, medical offices, schools, libraries, ATMs and credit card readers use special access services to connect to a network or an Internet service provider.

To ensure that the FCC's special access regulations reflect the state of competition today, the FCC released an Order on December 18, 2012 requesting data, information, and documents from entities that provide and purchase special access services in areas where the incumbent local exchange carrier (ILEC), such as AT&T and Verizon, are subject to price cap regulation. Larger entities providing "best efforts" business broadband Internet access services are also required to respond to the data collection.

Responses to the data collection are due **December 15, 2014**.

This collection will enable the FCC to obtain the data, information, and documents needed to conduct a comprehensive evaluation of competition in the special access market. The data, information, and documents acquired through this collection will aid the Commission in developing a replacement regulatory framework for its pricing flexibility rules to ensure just and reasonable special access rates.

For more basic information about the collection, please visit the FCC Encyclopedia "Special Access Data Collection Overview" webpage, available at:  
<http://www.fcc.gov/encyclopedia/special-access-data-collection-overview-0>.

Additionally, please visit the FCC Special Access Data Collection Frequently Asked Questions (FAQs) webpage, available at:  
[https://apps.fcc.gov/edocs\\_public/attachmatch/DOC-329719A1.docx](https://apps.fcc.gov/edocs_public/attachmatch/DOC-329719A1.docx)

## 2 SPECIAL ACCESS WEB PORTAL

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### 2.1 ACCESSING THE WEB PORTAL

The web portal is available at:  
<https://specialaccessfiling.fcc.gov/spadc/login>

## 2.2 FCC REGISTRATION NUMBER (FRN)

In order to log in to the web portal, users will need their FCC Registration Number (FRN) and password. Users must be registered as a business or individual with the FCC's FRN system. Users that already have an FRN should proceed to Section 2.3 of this System Guide.

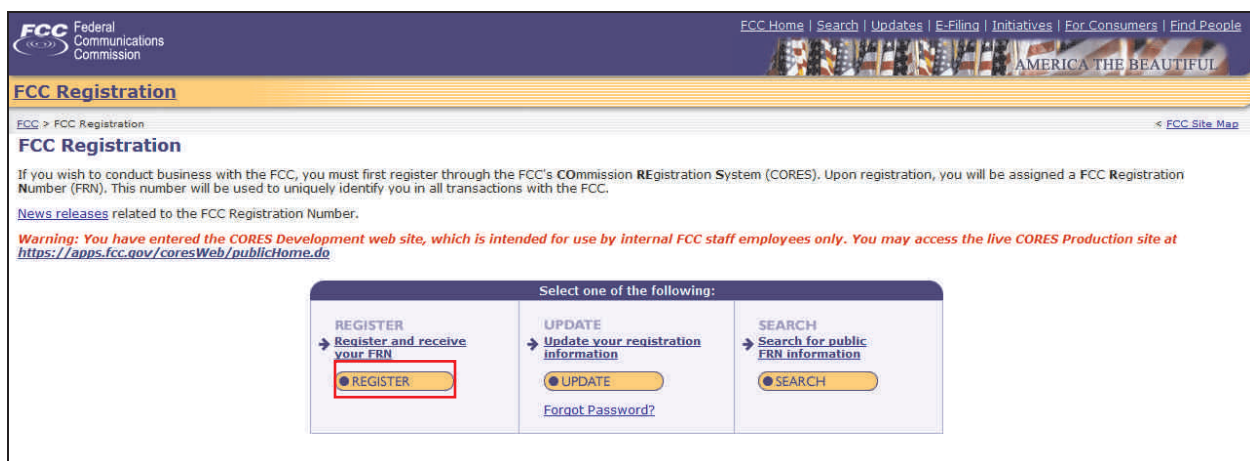
Users will need the following information to register for an FRN:

Registering as Business	Registering as Individual
Business Name	First and Last Name
Employer Identification Number or Taxpayer Identification Number	Social Security Number
Point of Contact/Position	Point of Contact
Address of Business	Address

**Note:** If the user does not have an Employer Identification Number/Taxpayer Identification Number or Social Security Number, he or she can provide a reason instead, e.g. Exempted Activities.

To register for and receive an FRN, follow the steps below:

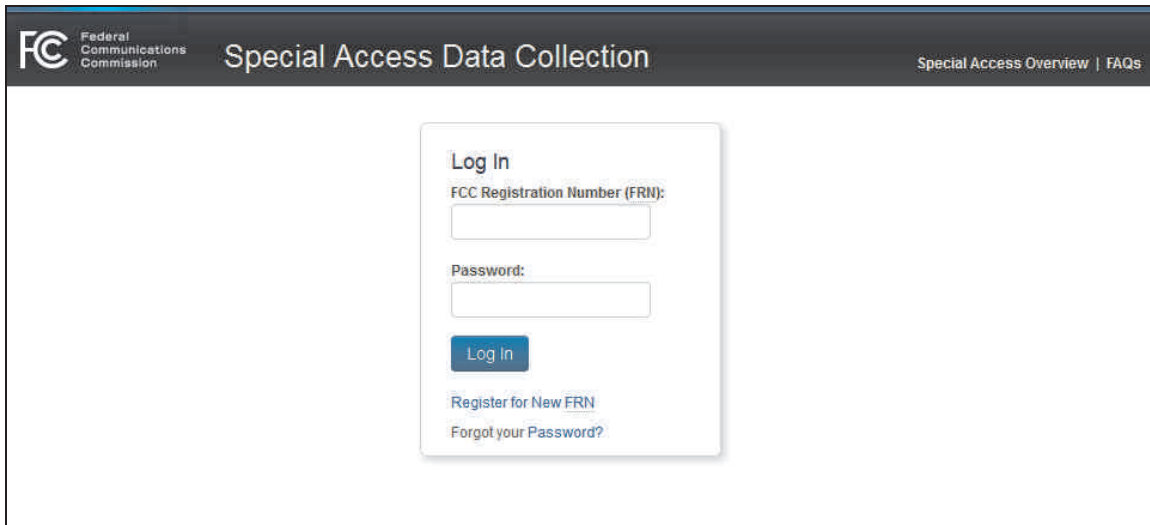
1. Access the "FCC Registration" page via the following link:  
<https://apps.fcc.gov/coresWeb/publicHome.do>
  - The FCC Registration page can also be accessed via the "Register for New FRN" link located on "Log In" page of the web portal.
2. Click the "Register" button and proceed to the "Register Type" page.
3. Follow the instructions in the FRN Registration site to register a new FRN and password.



**FIGURE 1 – FCC REGISTRATION HOME PAGE**

## 2.3 LOG IN PAGE

Once a user has received an FRN and created a password for the account, the user may log in to the web portal via the login screen as shown in [FIGURE 2](#). When logging on, the user must enter the full 10 digit FRN. Enter the FRN with no dashes or spaces, and be sure to enter any leading zeroes.



The screenshot shows the login interface for the Special Access Data Collection system. At the top, a dark grey header bar contains the FCC logo on the left, the text 'Special Access Data Collection' in the center, and a link 'Special Access Overview | FAQs' on the right. Below the header, a white rectangular box is centered on the page. Inside this box, the text 'Log In' is at the top. Below it is a label 'FCC Registration Number (FRN):' followed by a text input field. Underneath the first field is a label 'Password:' followed by another text input field. Below the password field is a blue button with the text 'Log In'. At the bottom of the white box, there are two links: 'Register for New FRN' and 'Forgot your Password?'.

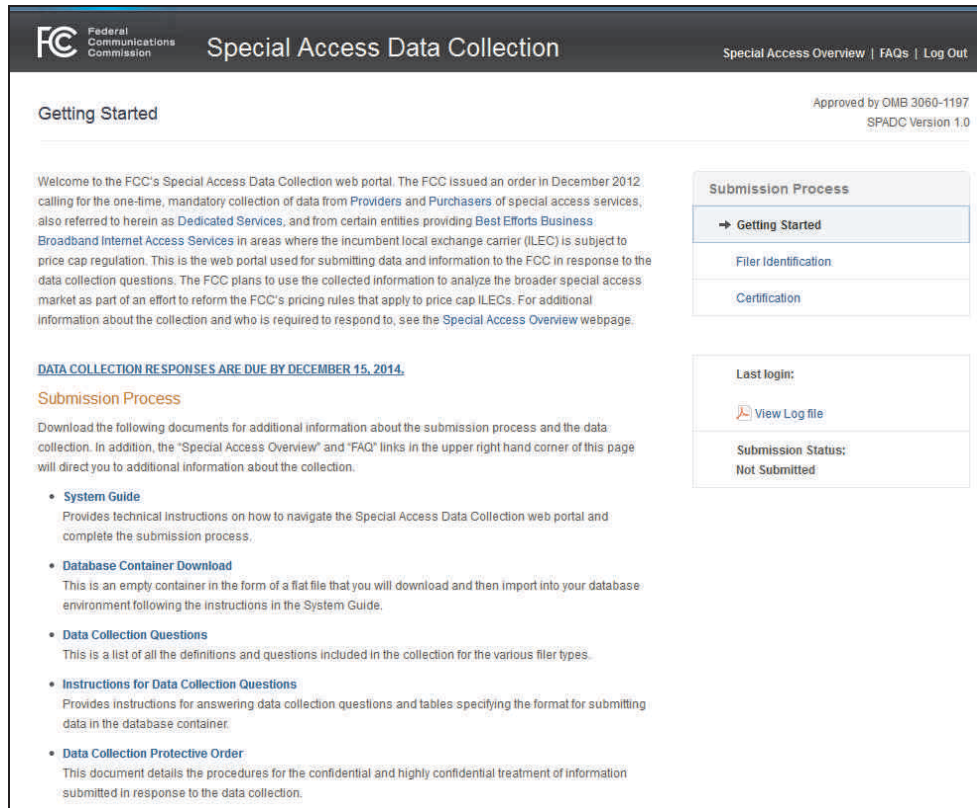
**FIGURE 2 – SPECIAL ACCESS DATA COLLECTION LOGIN PAGE**

## 2.4 GETTING STARTED PAGE

Once logged into the web portal, users should only use buttons built into the interface. Using internet browser back and forward buttons may cause unexpected results.

After logging in with an FRN, the user will come to the “Getting Started” page, seen below in [FIGURE 3](#). This page will provide the user with an overview of the Special Access Data Collection web portal, the submission process, and introduce the two filing options. The user should read the Overview page in its entirety.

Please note that the Database Container is not currently available pending further testing. Announcements regarding the Container’s availability will be provided on the Special Access Overview page. Until the Database Container is available, filers will be unable to complete the submission process using the “Full Website” filing option.



**FIGURE 3 – SPECIAL ACCESS OVERVIEW PAGE**

## 2.5 FULL WEBSITE AND STREAMLINED WEBSITE FILING OPTIONS

The “Select Filing Option” section at the bottom of the “Getting Started” page, as shown in [FIGURE 4](#), is where users will decide to continue to either the Full Website or to the Streamlined Certification Process. The criteria for either selection can be found on the “Getting Started” page. Information from the “Getting Started” page has been reproduced below:

The screenshot shows a web interface titled "Select Filing Option". It is divided into two main sections by a vertical line with the word "OR" in the center. The left section is titled "Full Website" and contains text explaining that users should select this option if they are providing data in response to special access data collection questions and fall into one of three categories: Provider of Dedicated Service in a price cap area, Entity that provides Best Efforts Business Broadband Internet Access service in a price cap area, or Purchaser of Dedicated Service in a price cap area that is required to submit data and information. Below this text is a blue button labeled "Continue to Full Website". The right section is titled "Streamlined Certification Process" and contains text explaining that entities required to file the Form 477 in 2013 but not listed in the box to the left can proceed to the streamlined certification process. Below this text is a green button labeled "Continue to Streamlined Website".

**FIGURE 4 – SELECT FILING OPTION**

- **Full Website:** *Providers and Purchasers of Dedicated Services* and certain entities that that provide *Best Efforts Business Broadband Internet Access Service* in price cap areas that are required to respond to the data collection or who wish to respond to the data collection on a voluntary or optional basis should select the Full Website option, which contains the full complement of webpages and capabilities needed for uploading and submitting narrative responses and database containers to the FCC in response to the data collection questions.
- **Streamlined Certification Process:** This filing option is available for entities required to file FCC Form 477 ("Local Telephone Competition and Broadband Reporting"), on March 1, 2013, to report broadband connections to *End Users* as of December 31, 2012, but that are not otherwise required to submit data in response to the collection, i.e., the entity is not a *Provider*, a *Purchaser*, or an entity providing *Best Efforts Business Broadband Internet Access Services* to 15,000 or more customers or 1,500 or more business broadband customers in price cap areas. This is a pared-down version of the Full Website where users will only be required to provide Filer Identification information and their response to Question II.G.1, a certification that the Form 477 filer is not otherwise required to submit data in response to the collection questions.

**Note:** Once one of the filing options has been selected, the user can change to the other filing option by selecting the "Change Filing Option" button on the top right of each page throughout the process. However, once a user submits their response through one of the filing options, in order to change their filing option, they will need to contact FCC staff to reset the system.

The screenshot displays the 'Special Access Data Collection' interface. At the top, the FCC logo and 'Special Access Overview | FAQs | Log Out' are visible. The main section is titled 'Filer Identification'. Below this, a note states '\* Indicates required field'. The 'Parent Company Name and FRN' section contains two input fields: 'Parent Company FRN' with the value '0023546807' and 'Parent Company Name' with the value 'Kats Company'. Below these is a section for 'Filer FRN and Name'. On the right, a 'Submission Process' sidebar lists steps: 'Getting Started', 'Filer Identification' (highlighted with a blue arrow), 'Database Upload', and 'Certification'. At the bottom of this sidebar, a 'Change Filing Option' button is highlighted with a red rectangle.

**FIGURE 5 – CHANGE FILING OPTIONS**

### 3 FULL WEBSITE PROCESS

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Users can begin the Full Website submission process by selecting the “Continue to Full Website” button on the “Getting Started” page, as shown in [FIGURE 6](#).

**Note:** The Full Website requires Internet Explorer (IE) 8 or higher. Users who have IE7 or lower should use a different web browser or upgrade to IE8 or higher in order to access the Full Website.



**Select Filing Option**

**Full Website**

Use the full website, if you are providing data and information in response to the special access data collection questions and you fall into one of the following categories:

- **Provider of Dedicated Service** in a price cap area;
- Entity that provides **Best Efforts Business Broadband Internet Access service** in a price cap area;
- **Purchaser of Dedicated Service** in a price cap area that is required to submit data and information;

[Continue to Full Website](#)

OR

**Streamlined Certification Process**

Entities required to file the Form 477 in 2013 but that are not listed in the box to the left and hence are not providing data and information in response to the special access data collection questions can proceed to the streamlined certification process.

[Continue to Streamlined Website](#)

**FIGURE 6 – FULL WEBSITE FILING OPTION**

### 3.1 CRITERIA FOR FULL WEBSITE FILING

Users that provide data and information in response to the special access data collection questions and fall into one of the following categories:

- *Provider of Dedicated Service* in a price cap area;
- An entity that provides *Best Efforts Business Broadband Internet Access Service* to 15,000 or more customers or 1,500 or more business broadband customers in price cap areas in a price cap area;
- *Purchaser of Dedicated Service* of \$5 million or more in 2013 in price cap areas;
- An entity that is not required to but is voluntarily providing data and information.

### 3.2 FILER IDENTIFICATION PAGE

Complete the fields on the “Filer Identification” page with the necessary information. Fields with asterisks on the left hand side are required to proceed to the “Essay Questions” page.

**Note:** If you do not have a parent company or are not filing at the holding company-level, please enter the company FRN and company name for the entity on whose behalf you are filing in the corresponding field.

**FC** Federal Communications Commission **Special Access Data Collection** [Special Access Overview](#) | [FAQs](#) | [Log Out](#)

### Filer Identification

\* Indicates required field

**Parent Company Name and FRN**

Parent Company FRN:

Parent Company Name:

**Filer FRN and Name**

Filer FRN:

Name:

**Contact for Filer Name and Address**

\* Name:

\* Address Line 1:

Address Line 2:

\* City:

\* State:

\* Zip:

**Submission Process**

- Getting Started
- Filer Identification**
- Essay Questions
- Database Upload
- Certification

[Change Filing Option](#)

**FIGURE 7 – FILER IDENTIFICATION PAGE**

At the bottom of the “Filer Identification” page, users are asked to select at least one of the listed filer types, as shown in [FIGURE 8](#). When selecting Filer Types, users should select **all** filer types that apply. If you select the Competitive Provider filer type, you must select at least one subcategory of filer type, e.g. competitive local exchange carrier (CLEC), etc.

**Filer Type**

Select all “Filer Type(s)” that are applicable to your operations and the information covered by this submission. For example, if you are an entity reporting information for both your ILEC and CLEC operations and your expenditures as a Purchaser that is not a mobile wireless service provider, then you would select the following Filer Types: Competitive Provider, ILEC, and Purchaser – Other. The applicable questions to which a filer must respond will depend on the “Filer Type(s)” selected. Failure to submit a response to an applicable question for the “Filer Type(s)” selected will result in an error message during the submission process.

☒ **Competitive Provider**  
 If you selected Competitive Provider as a Filer Type, then indicate whether you are a cable system operator, CLEC, DXC, wireless provider, or other (indicate all that apply).  
☐ Cable system operator  
☐ CLEC  
☐ DXC  
☐ Wireless provider  
☐ Other

☐ **ILEC**  
☐ **Best Efforts Entity – that provides Best Efforts Business Broadband Internet Access Service to 15,000 or more customers or 1,500 or more business broadband customers in price cap areas**

☐ **Purchaser – Mobile wireless service provider**  
☐ **Purchaser – Other**

[« Back](#)
[Save & Continue »](#)

**FIGURE 8 – FILER TYPE**

**Note:** If the user navigates away from the “Filer Identification” page without clicking the “Save and Continue” button, the information entered will not be saved.

### **3.3 ESSAY QUESTIONS PAGE**

The “Essay Questions” page displays essay questions that are based on the filer types selected on the previous page.

Each question has two areas for uploading documents: Confidential and Highly Confidential.

On a "Confidential" version of a document, users will indicate information deemed Confidential Information and redact Highly Confidential Information as those terms are defined in the Protective Order issued for the data collection.

The "Highly Confidential" version of the document should contain both Confidential and Highly Confidential Information without any redactions. A document must be uploaded in each area for each question or users will receive an error message during the submission process.

The maximum individual file upload size is 2 GB. If the file size exceeds 2 GB and you are unable to separate the document into files that fall within this limit, please contact FCC staff to make arrangements to deliver the file(s) using a portable electronic storage device.

For more information about uploading Confidential and Highly Confidential documents and submitting them to the FCC, please see the Special Access Data Collection Protective Order as listed in Section 5.2 of this System Guide, available at:

[http://transition.fcc.gov/Daily\\_Releases/Daily\\_Business/2014/db1001/DA-14-1424A1.pdf](http://transition.fcc.gov/Daily_Releases/Daily_Business/2014/db1001/DA-14-1424A1.pdf)

A virus check will be run for each document uploaded and could take up to five minutes to be completed. If you click “Continue” or attempt to certify and submit before the virus check is complete, the system will not upload and submit your essay responses.

**FCC** Federal Communications Commission **Special Access Data Collection** [Special Access Overview](#) | [FAQs](#) | [Log Out](#)

## Essay Questions OMB No. 3060-1197

The following questions require you to upload a narrative response and/or supporting documentation. For collection questions designated as (Optional), you will, at a minimum, need to upload a blank file where indicated to avoid getting an error message upon submission.

These questions are based on the "Filer Type(s)" you selected on the Filer Identification page. Each question has two areas for uploading documents. One is for uploading a "Confidential" version of a document where you will indicate information deemed Confidential and redact information that is Highly Confidential based on the [Data Collection Protective Order](#). The second area is for uploading the "Highly Confidential" version of the document noting both Confidential and Highly Confidential information without any redactions. You must upload at least one document in each area or you will receive an error message during the submission process (except for the Explanatory Attachment upload fields). For additional instructions for responding to these questions and the submission of Confidential and Highly Confidential information, see the [Instructions for Data Collection Questions](#) and/or the [Special Access Overview](#) page.

Please note after uploading files, the virus check process could take up to 5 minutes. Please click "Check File Status" button to refresh the virus check status of the file.

The maximum individual file upload size is 2 GB. If your file size exceeds 2 GB and you are unable to separate the document into files that fall within this limit, then please contact FCC staff to make arrangements to deliver the file(s) using a portable electronic storage device.

**Submission Process**

- [Getting Started](#)
- [Filer Identification](#)
- Essay Questions**
- [Database Upload](#)
- [Certification](#)

[Change Filing Option](#)

**FIGURE 9 – ESSAY UPLOAD PAGE**

**Table: Essay Questions by Filer Type**

Filer Type	Mandatory Essay Questions	Voluntary Essay Questions
Competitive Provider	II.A.5, A.8, A.10, A.11 Part 1, A.18, and A.19 II.D.1-2	II.A.11 Part 2 Explanatory Attachment
ILEC	II.D.1-2	Explanatory Attachment
Best Efforts Entity	II.C.1	Explanatory Attachment
Purchaser – Mobile wireless service provider	II.E.12	II.E.9-11, E.13 Explanatory Attachment
Purchaser – Other	II.F.11	II.F.8-10, F.12 Explanatory Attachment

To upload documents to an essay question:

1. Click the "Show More" link under the question;
2. Read the Question and consult with the Instructions in their entirety;

3. Click the green button labeled “Upload Files;”
4. Click “Browse” and select a file for both “Confidential” and “Highly Confidential” options, following the guidelines above;
5. Click the green button labeled “Upload Files;”
6. Upon receiving a “Successful Upload” message, click the “Back to Essay Questions” button to navigate back to the list of essay questions;
7. Repeat process for each question.

**Note:** Users cannot delete files while the virus scan is in progress. Once the scan is complete and the file is uploaded, it can be deleted. To confirm the virus scan is complete, click on the “Check File Status” button.

**FIGURE 10 – ESSAY QUESTIONS UPLOAD PAGE**

Files of any type can be uploaded as responses to the essay question. Once all questions have Confidential and Highly Confidential files uploaded, click the blue button labeled “Continue” to proceed to the Database Upload page.

### 3.4 DATABASE UPLOAD PAGE

The “Log File Upload and Database Upload” page allows users to submit their log files and database containers to the FCC.

Users are required to submit a Log File to ensure their database container is properly received by the FCC. Users are required to submit a database with the necessary data in response to the collection questions applicable to the selected “Filer Type(s).”

Additional information and instructions related to the database and Log File uploads are provided within the Technical Manual, which will be provided at a later date.

The Technical Manual will be accessible via the link below:

<http://www.fcc.gov/encyclopedia/special-access-data-request-technical-manual>

**Note:** The uploaded database container must be in the .zip file format and cannot exceed 2 GB in size. Uploading a new Log File will cause the previously uploaded file to be overwritten. If the container exceeds this limit, the user should contact the FCC staff to make arrangements to deliver the container using a portable storage device.

Federal Communications Commission Special Access Data Collection Special Access Overview | FAQs | Log Out

Database Upload OMB No. 3060-1197

**NOTE: AT THIS TIME, FILERS ARE UNABLE TO UPLOAD FILES BELOW UNTIL THE DATABASE CONTAINER IS AVAILABLE ON THE "GETTING STARTED" WEBPAGE.**

**Log File Upload**

In order to ensure that your database container is properly received by the FCC and staged for analysis we will need you to upload your container QC log file where indicated below. For additional information on how to create and upload this file see the [System Guide](#).

**Database Upload**

Once you have loaded your database container with the necessary data in response to the collection questions applicable to the "Filer Type(s)" you selected. You can upload your database container to the FCC using the field provided below. The database container is presumed to contain Highly Confidential Data as that term is defined in the [Data Collection Protective Order](#).

Please note that the uploaded database container must be in the .zip file format and cannot exceed 2 GB in size. If your container exceeds this limit, you will need to contact the FCC staff to make arrangements to deliver your container using a portable electronic storage device. In addition, please note that the virus check process could take significant time to complete and must be completed before finishing the submission process.

« Back Continue »

Submission Process

- Getting Started
- Filer Identification
- Essay Questions
- Database Upload
- Certification


Change Filing Option

**FIGURE 11 – LOG FILE AND DATABASE UPLOAD PAGE**

As stated on the web portal, the database container is presumed to contain Highly Confidential Data as that term is defined in the Data Collection Protective Order, available here:

[http://transition.fcc.gov/Daily\\_Releases/Daily\\_Business/2014/db1001/DA-14-1424A1.pdf](http://transition.fcc.gov/Daily_Releases/Daily_Business/2014/db1001/DA-14-1424A1.pdf)

Please note that upload features are currently disabled pending the availability of the database container.



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[Special Access Overview](#) | [FAQs](#) | [Log Out](#)

Database Upload

Log File Upload

In order to ensure that your database container is properly received by the FCC and staged for analysis we will need you to upload your container QC log file where indicated below. For additional information on how to create and upload this file see the [System Guide](#).

The FRN identified in your QC Logfile does not match the FRN that you have logged in with to the site. In order to submit you will need to make sure the database and login FRN's are the same. Please modify your database listed FRN or log out and log back in under the correct FRN.

File Name	Date Uploaded	Status
testing document.log	06/30/2014 12:43 pm	QC Log Wrong FRN <input type="button" value="Delete"/>

Submission Process

[Getting Started](#)

[Filer Identification](#)

[Essay Questions](#)

→ [Database Upload](#)

[Certification](#)


**FIGURE 12 – INCORRECT LOG FILE**

**Note:** The information contained in the Log File must match the selected Filer Type; if the types identified do not match, the user will receive an error message when attempting to submit the responses.

### 3.5 SUBMITTING FULL WEBSITE RESPONSE

Users submit their responses on the Certification page. Fill out the required fields to indicate all information provided is true and correct. Virus checks in previous sections must be complete before completing the submission process.





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Special Access Data Collection

[Special Access Overview](#) | [FAQs](#) | [Log Out](#)

### Certification

\* Indicates required field

I have examined the response and certify that, to the best of my knowledge, all statements of fact, data, and information contained therein are true and correct.

**Name of Party Authorized to Sign**

\* First Name:

\* Last Name:

Title:

Respondents are reminded that failure to comply with these data reporting requirements may subject them to monetary forfeitures of up to \$160,000 for each violation or each day of a continuing violation, up to a maximum of \$1,575,000 for any single act or failure to act that is a continuing violation. 47 U.S.C. § 503(b)(2); 47 C.F.R. § 1.80(b); Amendment of Section 1.80(b) of the Commission's Rules, Adjustment of Civil Monetary Penalties to Reflect Inflation, Order, 29 FCC Rcd 10785 (Enf. Bur. 2013). False statements or misrepresentations to the Commission may be punishable by fine or imprisonment under Title 18 of the U.S. Code.

NOTE: You will be unable to successfully submit and complete this filing until all uploaded files have passed through virus check.

Once you submit your filing, you cannot amend your submission. If you later determine that you need to change a submitted filing, you will need to coordinate the resubmission with FCC staff and resubmit the filing in its entirety.

[« Back](#)
[Submit](#)

Submission Process

[Getting Started](#)

[Filer Identification](#)

[Essay Questions](#)

[Database Upload](#)

[→ Certification](#)

[Change Filing Option](#)

**FIGURE 13 - CERTIFICATION**

Click the green button labeled “Submit” at the bottom of the page to submit the responses.

Upon successful submission, users will receive the following message with the appropriate date and time stamp:

“This confirmation verifies that on Wednesday, 01 Oct 2014 1:41:46 PM the Federal Communications Commission received and accepted your filing in response to the special access data collection in this proceeding, WC Docket No. 05-25, RM-10593. For additional information on the confidential or highly confidential treatment of your filing, see the Data Collection Protective Order.”



The screenshot shows the 'Certification' page of the FCC Special Access Data Collection system. At the top, the FCC logo and 'Special Access Data Collection' title are visible, along with links for 'Special Access Overview', 'FAQs', and 'Log Out'. The main heading is 'Certification'. Below it, a note states '\* Indicates required field'. A prominent orange error box contains the message: 'The Submission could not be submitted. Please refer to the Submission Steps at the right to locate and fix the errors below.' It lists 'Essay Questions page errors:' with a bullet point: 'Valid documentation is required for questions IIA5, IID1, IIA19, IIA8, IID2, IIA10, IIA11, IIA18 for filer type: Competitive Provider.' Below the error box is a certification statement: 'I have examined the response and certify that, to the best of my knowledge, all statements of fact, data, and information contained therein are true and correct.' To the right, a 'Submission Process' sidebar lists steps: 'Getting Started', 'Filer Identification', 'Essay Questions' (highlighted in red), 'Database Upload', and '→ Certification'. At the bottom of the sidebar is a 'Change Filing Option' button. The main content area has a 'Text' label and three input fields, each with a 'Text' label and a checked checkbox.

**FIGURE 14 – ERROR NOTIFICATION**

If documents or questions were unsuccessfully or insufficiently answered during the process, the user will get a notification upon clicking “Submit,” as shown in [FIGURE 14](#) above. The user should return to the noted sections and provide the information requested.

## 4 STREAMLINED CERTIFICATION PROCESS

### 4.1 CRITERIA FOR STREAMLINED CERTIFICATION SUBMISSION

Entities required to file FCC Form 477 in 2013 but that are not listed in the “Full Website” box on the left side of the “Getting Started” page, i.e. entities that are not *Providers* or *Purchasers* or an entity that provides *Best Efforts Business Broadband Internet Access Services* to 15,000 or more customers or 1,500 or more business broadband customers in price cap areas, and hence are not providing data and information in response to the special access data collection questions can proceed to the Streamlined Certification Process. FCC Form 477 filers that were required to file in 2013 must complete the data collection Question II.G.1 certification.

Select Filing Option

**Full Website**

Use the full website, if you are providing data and information in response to the special access data collection questions and you fall into one of the following categories:

- Provider of Dedicated Service in a price cap area;
- Entity that provides Best Efforts Business Broadband Internet Access service in a price cap area;
- Purchaser of Dedicated Service in a price cap area that is required to submit data and information;

Continue to Full Website

OR

**Streamlined Certification Process**

Entities required to file the Form 477 in 2013 but that are not listed in the box to the left and hence are not providing data and information in response to the special access data collection questions can proceed to the streamlined certification process.

Continue to Streamlined Website

**FIGURE 15 – STREAMLINED CERTIFICATION FILING PROCESS**

## 4.2 STREAMLINED FILER IDENTIFICATION PAGE

Complete the fields on the “Filer Identification” page, reproduced below, with the necessary information. Fields with asterisks on the left hand side are required to proceed.

The screenshot shows the 'Filer Identification' page of the 'Special Access Data Collection' system. The header includes the FCC logo, 'Federal Communications Commission', and navigation links for 'Special Access Overview', 'FAQs', and 'Log Out'. The page title is 'Filer Identification'. A note states '\* Indicates required field'. The 'Parent Company Name and FRN' section contains two input fields: 'Parent Company FRN' with the value '0023546781' and 'Parent Company Name' with the value 'XYZ Company'. The 'Filer FRN and Name' section contains two input fields: 'Filer FRN' with the value '0023546781' and 'Name' which is empty. On the right, a 'Submission Process' sidebar shows a progress bar with steps: 'Getting Started', 'Filer Identification' (highlighted with a blue arrow), 'Certification', and 'Change Filing Option'.

**FIGURE 16 – FILER IDENTIFICATION PAGE**

### 4.3 SUBMITTING STREAMLINED RESPONSE

Users submit their responses on the “Certification” page. Check the necessary boxes and fill out the asterisked fields to indicate all information provided is true and correct.

The screenshot shows the 'Certification' page of the 'Special Access Data Collection' system. The header is identical to Figure 16. The page title is 'Certification'. A note states '\* Indicates required field'. A certification statement reads: 'I hereby certify that this respondent is not a Provider, Purchaser, or entity that provides Best Efforts Business Broadband Internet Access Services to 15,000 or more customers or 1,500 or more business broadband customers in areas where the ILEC is subject to price cap regulation. I have examined the response and certify that, to the best of my knowledge, all statements of fact, data, and information contained therein are true and correct.' Below this, the 'Name of Party Authorized to Sign' section contains three input fields: '\* First Name', '\* Last Name', and 'Title'. A disclaimer states: 'Respondents are reminded that failure to comply with these data reporting requirements may subject them to monetary forfeitures of up to \$160,000 for each violation or each day of a continuing violation, up to a maximum of \$1,575,000 for any single act or failure to act that is a continuing violation. 47 U.S.C. § 503(b)(2); 47 C.F.R. § 1.80(b); Amendment of Section 1.80(b) of the Commission's Rules, Adjustment of Civil Monetary Penalties to Reflect Inflation, Order, 28 FCC Rcd 10785 (Ent. Bur. 2013). False statements or misrepresentations to the Commission may be punishable by fine or imprisonment under Title 18 of the U.S. Code.' A note at the bottom states: 'Once you submit your filing, you cannot amend your submission. If you later determine that you need to change a submitted filing, you will need to coordinate the resubmission with FCC staff and resubmit the filing in its entirety.' At the bottom are two buttons: 'Back' and 'Submit'.

**FIGURE 17 – CERTIFICATION PAGE**

Click the green button labeled “Submit” at the bottom of the page to submit the response.

Upon successful submission, users will receive the following message with the appropriate date and time stamp:

“This confirmation verifies that on Wednesday, 01 Oct 2014 1:41:46 PM the Federal Communications Commission received and accepted your certification in response to the special access data collection in this proceeding, WC Docket No. 05-25, RM-10593.”

## **5 REFERENCES**

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### **5.1 SPECIAL ACCESS DATA COLLECTION OVERVIEW PAGE**

The FCC Encyclopedia page provides general information on who is required to file, including links to key releases in the special access proceeding, which can be accessed via the link below:

<http://www.fcc.gov/encyclopedia/special-access-data-collection-overview-0>

### **5.2 DATA COLLECTION QUESTIONS**

A copy of the Data Collection Questions is available here:

[http://transition.fcc.gov/wcb/Data\\_Questions091514.pdf](http://transition.fcc.gov/wcb/Data_Questions091514.pdf)

### **5.3 INSTRUCTIONS FOR THE DATA COLLECTION**

A copy of the Instructions on how to answer the Questions is available here.

<http://transition.fcc.gov/wcb/Instructions091814.pdf>

### **5.4 SMALL ENTITY COMPLIANCE GUIDE**

The Small Entity Compliance Guide provides additional guidance for small entities—small businesses, small organizations (non-profits), and small governmental jurisdictions—to comply with the data collection, which will be released and made available on the “Special Access Data Collection Overview” page.

### **5.5 SPECIAL ACCESS DATA COLLECTION PROTECTIVE ORDER**

To protect user’s sensitive information, the Bureau adopted a Protective Order for the Special Access Data Collection. Please reference the Data Collection Protective Order, when uploading documents to the “Essay Questions” page using the Confidential and Highly Confidential buttons and database containers to the “Database Delivery” page. As used in the web portal, Confidential, Highly Confidential and Highly Confidential Data have the same meaning as those terms are defined in the Data Collection Protective Order, available here:

[http://transition.fcc.gov/Daily\\_Releases/Daily\\_Business/2014/db1001/DA-14-1424A1.pdf](http://transition.fcc.gov/Daily_Releases/Daily_Business/2014/db1001/DA-14-1424A1.pdf)

### **5.6 FREQUENTLY ASKED QUESTIONS (FAQS) PAGE**

A series of frequently asked questions (FAQs) and the appropriate answers about the Special Access Data Collection is being developed and is available via a link below:

[https://apps.fcc.gov/edocs\\_public/attachmatch/DOC-329719A1.docx](https://apps.fcc.gov/edocs_public/attachmatch/DOC-329719A1.docx)

## **6      HELP**

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For help or assistance please contact FCC Support at 1-877-480-3201 or 1-717-338-2824 or submit requests online via the FCC e-support link below:  
<http://esupport.fcc.gov/index.htm?job=home>